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SECRET

MINUTES OF
REGULAR MEETING OF SUGGESTION AWARDS COMMITTEE
TUESDAY, 23 JULY 1957

On Tuesday, 23 July 1957 at 10:00 a.m. in Room 2601 Curie Hall, [redacted] chaired the Regular Meeting of the CIA Suggestion Awards Committee. 25X1A

The following were present:

Members

[redacted] (DD/P)
(DD/I)
(DD/I)
(DD/S)
(DD/S)

25X1A

(Personnel)
(Security)

[redacted]cers

(SAS)

New Committee Members — The Chairman welcomed the new committee members and made introductions. Revised Handbooks on the Agency's Suggestion Awards Program were distributed. The Chairman explained processing procedures being practiced including treatment of sensitive suggestions by the Special Panel.

Minutes — Minutes of the Special Meetings held 17, 24, and 26 June were approved.

Chairman's Report — The Chairman reported on the background and status of the three Special Suggestions (Nos. 1876, 1847, and 1937) for which the Committee has recommended an award of $3,500. Concurrence has been received from [redacted] The three suggestions to be sent to the Director and to the Civil Service Commission for approval. 25X1A

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Secretary's Report

The Executive Secretary reported:

a. The new poster program will stress quality suggestions and assistance by supervisors in preparation of suggestions.

b. The suggestion form will be revised and comments of members are invited.

c. A program to improve the quality of suggestions being received is being pursued by Staff.

d. Suggestions being processed at this time include--

2	received in	1954
3	"	" 1955
19	"	" 1956
43	"	" 1st qtr. of 1957
147	"	" 2nd qtr. of 1957
31	"	" 3 weeks of 3rd qtr.

245 cases in process

e. A review of the 24 cases over six months old is two-thirds complete and a report and recommended action will be made to the Chairman before the next meeting.

Suggestions Approved

By unanimous vote on each case the Committee approved the following awards for the suggestions indicated:

Suggestion No.	Total Award	Benefits or Savings
3002	$10.00	Intangible (Slight-Limited)
3031	$10.00	Intangible (Slight-Limited
3090	$50.00	Tangible - $1,133.60
3102	$15.00	Intangible (Slight-Limited)

Suggestions Not Adopted

The Committee voted unanimously not to adopt Suggestion No. 3120 and Suggestion No. 2644.

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Committee Recommendation

The Committee recommended the following action:

a. Suggestions Nos. 3076 and 3077 - The Suggestion Awards Staff to determine if the suggestions are in the suggester's line of duty.

N.B. (This was done and will be presented at next meeting.)

b. Suggestion No. 3116 - Decision postponed until next Committee meeting for Office of Logistics to do additional review on related suggestions. (on Agenda for next meeting)

25X1A

25X1A

c. [redacted] and get his vote on each decision.

N.B. (This was done and [redacted] vote is duly recorded as part of these minutes.) 25X1A

Next Meeting

The Committee agreed to hold the next regular meeting on Thursday, 29 August 1957.

Adjournment

The meeting adjourned at 12:00 noon.

[redacted] 25X1A

Executive Secretary
Suggestion Awards Committee

25X1A [redacted]

Chairman, Suggestion Awards Committee

23 Aug '57

Date

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